

**MEETING MINUTES**

1. Call to Order
2. Roll Call: (Need 8 for quorum) (P) = Present / (A) = Absent

Ethan Ash (P)	Hirsch, Larry (A)	Robinson, Joe (P)
Bacon, Matt (P)	Jean, Bill (P)	Stallkamp, Christian (A)
Boufford, Jeff (P)	Johnson, Star (P)	Tanguay, Dave (P)
Forte, Scott (P)	Kingsley, Scott (P)	
Foy, Leonard (A)	Lefebvre, Matt (A)	
Garvey, Dave (P)	Martin, Doug (P)	
3. Secretary's Report – D. Tanguay
  - a. **MOTION** to accept the minutes of the September 2023 Board of Directors meeting. **MOTION** was **SECONDED** and **APPROVED**.
4. President's Report – M. Bacon (Ethan Ash conducted the meeting)
  - a. President's Update:

Would like to put strategic plan under committees on future agendas. Governance report is slated to meet to form members for 2024. Finalizing membership list for 2024. Matt would like to get a committee ready to review the strategic plan for the path moving forward. Allison to send out current plan. Suggesting a 9-month planning session.

    - 1) Update on NHCIBOR Governance Committee 2024  
CIBOR Governance update-Scott Forte-Director-Opening to remain on-Star happy to stay on while still working. Joe Robinson to renew. Scott Kingsley to renew. Doug Martin stepping away, Joe Boufford to remain, Larry open for a replacement,
5. Office Administration Report – A. Ropes
  - Since the meeting in Sept. there have been 4 new applicants – all REALTORS.
  - I have scheduled the Legislative/Legal update with Bob Quinn and Matt Johnson for Thursday, Nov. 2<sup>nd</sup> 11-12 noon. It will be a zoom meeting. No credits. I will get that up on the website.
  - Please save the date for Annual Holiday Party and Installation of Officers scheduled for Dec. 7<sup>th</sup>, Thursday at MCC at 5 pm.
  - I will start invoicing for NHCIBOR membership renewal in next week. Electronic links will go out to pay online. I will also send hard copy invoices out to members.
6. Committee Reports:

- a) (Affiliate and Special Events) / (NHCIBOR Cares)– S. Kingsley  
Golf and Summer Mixer were successful. The holiday party is coming up. Scott thought it might be helpful to have a Chair of the event. Allison said that she doesn't so much need a Chair of the event as someone who can help get sponsors for the event.
- b) (Sponsorship) – J. Robinson  
Joe said that they had their 1st golf tournament meeting at the beginning of this month. Looking to expand the event. Jeff suggested separating the sponsorship position and golf as two different positions.
- c) (Education / Commercial Designation) – L. Hirsch/B. Jean  
Bill-No real update. Exploring some crossover with CCIM that could be translated for credits. Ralph is keeping people aware of what is happening with instructor licensing. NHAR is coordinating efforts. Political push at OPLC and REC level.
- d) (Finance) – J. Boufford (Matt B. for J. Boufford)
  - 1) The financials for Sept. 2023 were reviewed and placed on file.  
All received financial package, balance sheet looks in order, 90% of budget income has been received, expenses stand at 63% through end of September. Financials on file for future review. How was budget drafted for 24, Jeff and Allison review together, methodology from Allison's experience. Income is pretty straight forward based on past experience. Allison used \$10 increase per member for anticipated increases, slightly slower year for new members given the economy, projecting -1-2% growth. Staff expense budgeted for \$94,000, health insurance, taxes, payroll expense, all part of staff expense. Marketing sessions in Bedford, fee for that room is going up \$50 per session. \$16,000 expense for lease and room use. Can the CIBOR office be moved to include the boardroom? Does moving spaces in the building make sense? Trivantis is the paycheck company and there is a fee for the payroll service that could be reduced? Interest earned is at 1% and the money moved will be at 4.5% for additional interest revenue. Suggesting website changes to update/improve make a more modern website. There is a surplus in the budget that could be allocated to the website improvement. Set up a task force for the website update for an early 2024 action item.
  - b. Approved budget-motion carries
    - 1) NHCIBOR 2024 Budget Review and Approval Vote
 

A MOTION was made to APPROVE the 2024 Budget. MOTION was SECONDED and APPROVED.
- e) (Grievance) – S. Johnson  
Nothing new to report.
- f) (Professional Standards) – L. Hirsh  
Allison reported Nothing new to report.
- g) (Membership) – B. Jean
  - 1) MOTION to approve new provisional member applications subject to names being published as per CIBOR bylaws—**APPROVE**

## 2) Membership Update

h) (RPAC/IMF) – Ethan Ash  
Nothing new to report.

i) (Public Policy Committee/Government Affairs) – D. Garvey  
The meeting this month was cancelled, next month director of economic development to be at the meeting. Behind the scenes a lot of stuff is going on.

j) (NHCIBOR Cares) – D. Martin  
Making many donations. Tower of Toys campaign will be off.

k) (Forms) – L. Foy  
No report – L. Foy Absent

7. New Business:  
No new business.

8. .Adjournment at 9:42 am

Respectfully submitted,

Dave Tanguay  
Secretary